

10 OCT 1966

MEMORANDUM FOR: Chief of Support Services Staff *[Signature]*

SUBJECT : Federal Records Center, Suitland Maryland

STAT

1. Some time ago I requested [redacted] to document our plans for the use of the Federal Records Center in Suitland, Maryland, as a storage facility for NIS and certain other records. I also requested justification for three additional positions which Lou felt would be required to man the new facility. This was done in the two memoranda dated 25 May 1966 which are attached.

2. We requested the three additional positions in the FY 1968 budget, but these positions were eliminated in a subsequent Agency review. I believe the PPB representatives felt that a shift in personnel now [redacted] to Suitland STAT to handle the same records would, at least in part, meet this requirement. They also felt that we might detail personnel to Suitland until exact requirements could be ascertained and justified.

STAT 3. In view of this, I believe we should present a new paper to DD/S describing the current situation and suggesting alternative methods of handling the NIS records. One alternative might be to delay use of the Suitland facility and make another effort to obtain the required positions, this time in the FY 1969 budget. In this regard, we should update estimates of available space [redacted] for the next several years. This alternative might also raise a question as to whether the space now reserved for us at Suitland would be available to us at a later date.

4. The current Government-wide records management program may have a bearing on this.

STAT [redacted]

Executive Officer to the
Deputy Director for Support

2 Atts

- Att 1: Memo dtd 25 May 66 to EO-DD/S
fr C/RAS, subj: Storage of CIA Records
in the Federal Records Center, Suitland, Md.
- Att 2: Memo dtd 25 May 66 to DD/S fr C/RAS, subj:
Request for Increase in Ceiling of CIA Archives
and Records Center T/O

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